

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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SECRETARY OF THE SENATE
PUBLIC RECORDS

2019 OCT 28 AM 11:33

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND

☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Recording Industry Association of America

Private Sponsor(s) (list all):

Travel date(s): October 2nd-October 3rd, 2019

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	Train: \$106.00 Cab/Ubers: \$31.31	\$250.00	\$35.28	N/A

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	N/A	N/A	N/A	N/A

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): I attended meetings at Sony Music, where we received an overview of the modern music business, with information on trends, listening habits, and data/analytics tools related to artist compensation. I also attended a tour and briefing at Warner Music Group, which focused on sound recording and talent discovery. Additionally, I attended a tour and series of briefings at Universal Music Group, which addressed record label services, artist/label partnerships, mastering songs, and merchandise.

10/25/19
(Date)

Erica Songer
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/27/19
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC AUG29'19PM 1:07

Name of Traveler: Erica SongerEmploying Office/Committee: U.S. Senate Judiciary Committee, Senator CoonsPrivate Sponsor(s) (list all): Recording Industry Association of AmericaTravel date(s): October 2, 2019-October 3, 2019*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): New York, NY

Explain how this trip is specifically connected to the traveler's official or representational duties:

The purpose of this trip is to discuss intellectual property and copyright policies, which are issues that fall within my legislative portfolio as Chief Counsel for Senator Coons on the Senate Judiciary Committee. Senator Coons is the Ranking Member of the Subcommittee on Intellectual Property and a principal author of key provisions of the Music Modernization Act.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8/29/19
 (Date)


 (Signature of Employee)

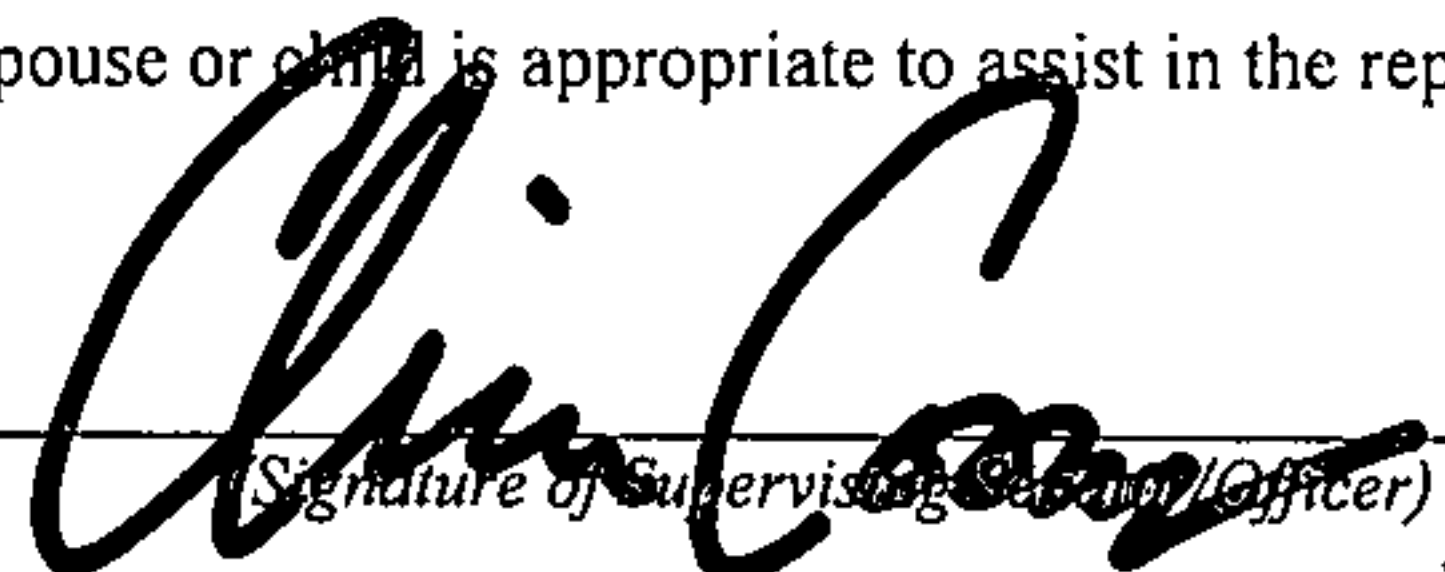
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Coons hereby authorize Erica Songer
 (Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

8/29/19
 (Date)


 (Signature of Supervising Senator/Officer)

United States Senate

SELECT COMMITTEE ON ETHICS

September 27, 2019

Erica Songer
Office of Senator Christopher A. Coons
United States Senate
Washington, DC 20510

Dear Ms. Songer:

This responds to your recent correspondence concerning an invitation you received to travel on a fact-finding trip to New York, New York, on October 2–3, 2019, sponsored by the Recording Industry Association of America (RIAA). RIAA certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. However, RIAA has certified that it is a private entity that retains or employs a registered lobbyist and that no registered lobbyist or agent of a foreign principal will accompany you on *any segment of your trip*.²

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this one-day (exclusive of travel time and one overnight stay trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, RIAA is neither a registered lobbyist or lobbying firm under the Lobbying Disclosure Act of 1995, or an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel**.

¹ The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term "any segment of your trip" has a specific definition. See *id.* at 3.

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Deborah Sue Mayzer

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Erica,

We are so excited that you have chosen to attend the Recording Industry Association of America's (RIAA) congressional staff delegation trip to New York City to visit Sony Music Entertainment (SME), Warner Music Group (WMG) and Universal Music Group (UMG), on Wednesday, October 2nd and Thursday, October 3rd, 2019.

This trip involves a series of briefings and discussions pertaining to the development and business practices of music companies in the digital age. It will bring congressional staffers together with industry experts and executives for the purposes of understanding key issues affecting trade, intellectual property and copyright policies. On Thursday, October 3rd, RIAA will sponsor a full day of discussions and tours that examine the daily functions of these three major record labels. Items on the agenda will include presentations from the record labels' leadership and communications staff, along with visiting onsite facilities such as the Artist & Repertoire (A&R) department and in-house recording studios.

I will be your event coordinator for this trip! Please do not hesitate to reach out to me should you have any questions. I will meet you at Union Station at the Starbucks near the terminal gates at 3:15pm on October 2nd. For questions or guidance day of, my cell is 770-634-1053. Our train departs at 4:02pm sharp. We will be staying at the Gallivant Time Square. A credit card will need to be provided upon arrival to cover any room incidentals. Please pack light, attire is casual or business casual and wear comfortable shoes. The weather during our trip should be in the high 80s with a chance of rain on Thursday.

RIAA will cover costs relating to the trip, including round-trip transportation, hotel expenses for Thursday, October 3rd and group meals. We have consulted with our counsel at Perkins Coie and the House and Senate Committee on Ethics to ensure compliance with the House travel rules.

Hotel: The Gallivant Time Square
234 W 48th St, New York, NY 10036
Confirmation: 17272780

Train Reservation: 0E5E15
October 2nd- NE Regional 178 departing Union Station at 4:02pm
October 3rd- NE Regional 129 departing Penn Station at 4:35pm

Best,

Lindsey Taylor
Executive Assistant to the CEO
RIAA

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors): Recording Industry Association of America (RIAA)
 2. Description of the trip: Educational staff trip to Sony Music Entertainment (SME), Universal Music Group (UMG) and Warner Music Group (WMG)
 3. Dates of travel: Wednesday, October 2 - Thursday, October 3, 2019
 4. Place of travel: New York, NY
 5. Name and title of Senate invitees: See attachment 1.
 6. I *certify* that the trip fits one of the following categories:
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
– OR –
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
 7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
– AND –
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
 8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
– AND –
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See attachment 3.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	Transportation Train \$106 Ubers \$37	\$250	\$41	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves events that are arranged and organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attachment 4.

19. Name and location of hotel or other lodging facility:

The Gallivant Times Square

234 W 48th St, New York, NY 10036

20. Reason(s) for selecting hotel or other lodging facility:

Cost, availability and proximity to SME, UMG and WMG's offices. See attachment 5.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

See attachment 5.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

RIAA will provide a round trip coach class train and uber rides to and from Penn Station, the hotel and SME, UMG and WMG offices.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Victoria Sheckler

Name and Title: Victoria Sheckler, Senior Vice President, Deputy General Counsel

Name of Organization: Recording Association of America

Address: 1025 F Street NW, 10th Floor, Washington DC 20004

Telephone Number: 202-857-9603

Fax Number: N/A

E-mail Address: vsheckler@riaa.com

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(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the October 2-3, 2019 trip
to New York, NY is true, complete, and correct.
Dates of Travel (Month Day, Year)
Place of Travel

Signature of Travel Sponsor: _____

Name and Title: _____

Name of Organization: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

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Instructions
(Do not file the Instructions with OPR)

General Instructions

- The Senate Select Committee on Ethics (“Ethics Committee”) has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
 - a. the stated mission of the organization sponsoring the trip;
 - b. the organization’s prior history of sponsoring congressional trips, if any;
 - c. other educational activities performed by the organization besides sponsoring congressional trips;
 - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
 - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
 - f. whether there is an adequate connection between a trip and official duties;
 - g. the reasonableness of the total amount spent by a sponsor of the trip;
 - h. whether there is a direct and immediate relationship between a source of funding and an event;
 - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
 - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
 - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least thirty (30) days before the date of the proposed trip.

Filling out the Private Sponsor Travel Certification Form (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. *Description of the trip:* Provide a brief statement about the purpose of the trip.
3. *Dates of travel:* Provide the dates of departure and return.
4. *Place of travel:* Provide the destination(s) for the trip.
5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

Example: A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

"De minimis" exception: Both lobbyist/agent of a foreign principal "accompaniment" prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. *Briefly describe each sponsor's prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor's history of sponsoring congressional travel. It is not necessary to list every trip.
15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.

17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be “reasonable” in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor’s rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* The trip sponsor *must* sign the form and certify that the information is true, complete, and correct. For trips with more than one sponsor, each additional sponsor *must* complete its own signature page and certify that the information contained in the form is true, complete, and correct.

**RECORDING INDUSTRY ASSOCIATION OF AMERICA
EDUCATIONAL STAFF TRIP TO
SONY MUSIC ENTERTAINMENT / WARNER MUSIC GROUP / UNIVERSAL MUSIC GROUP
WEDNESDAY OCTOBER 2ND - THURSDAY OCTOBER 3RD**

Wednesday, October 2nd

- 3:30PM** **Staff Suggested Arrival to Union Station (Washington, DC)**
Union Station to Penn Station (coach travel)
Estimated travel cost: \$53/person
- 4:02PM** **Amtrak Train Departure.**
Amtrak train #178 Northeast Regional
- 7:24PM** **Amtrak Train Arrival to Penn Station (New York, NY)**
- 7:35PM** **Depart Penn Station for The Gallivant Hotel Times Square**
Upon arrival to Penn Station, Hill staff will take Ubers to the hotel
Estimated transportation costs: \$8/person
- 7:45PM** **Hotel Check-In to The Gallivant Hotel Times Square**
The Gallivant Hotel Times Square (234 W 48th St New York, NY 10036)
room rate: \$250/night
Hotel was chosen due to best proximity to first two of the three site locations being visited on 10/03

Thursday, October 3rd

- 8:15AM** **Staff Hotel Check-Out**
- 8:30AM** **Staff Take Ubers to Briefing at Sony Music Entertainment**
Estimated transportation costs: \$11/person
- 8:45AM-10:00AM** **Working Breakfast & RIAA Educational Briefing at Sony Music Entertainment**
Sony Music Entertainment (25 Madison Ave, New York, NY 10010)
Breakfast delivered
- Hill staff will receive an overview of the music business looking at public RIAA industry revenue numbers along with a recent report on label value in the modern music era, and will hear from an industry expert on the latest trends in music fans' listening habits. Overview will end with Q&A. The educational briefing will feature:
- **8:45AM-8:50AM** -Rafael Fernandez, SVP, State Public Policy, RIAA
 - **8:55AM-9:15AM**- Josh Friedlander, SVP, Research & Economics, RIAA
 - **9:20AM-9:45AM**- Liz Kennedy, SVP Gold and Platinum Awards Program, RIAA
 - **9:45AM-10:00AM**- Q & A

10:00AM-11:30AM

Continued Educational Briefing at Sony Music Entertainment

Sony Music Entertainment (25 Madison Ave, New York, NY 10010)

At Sony Music, staff will get an insider's look from some of the label's top executives into what all goes into releasing an artist's music in the digital age, from the marketing and promotions plan to the servicing of the label's hundreds of digital partners through cutting edge technological distribution. How does a label decide when and how to release an artist's music? What all goes into the distribution to the many digital services today? How do labels overcome challenges with unauthorized digital services and IP/content infringers? How do digital trade policies impact the distribution of music? The briefing will feature:

- **10:00AM-10:45AM-** Discussion Featuring:
 - Monica Cornia, SVP, International Marketing (Invited)
 - Karen Lamberton, EVP, Soundtracks and Film & TV Licensing, RCA Records (Invited)
 - Jenifer Mallory, EVP and GM, Columbia Records (Invited)
 - Melissa Thomas, SVP, International Marketing (Invited)
 - Carolyn Williams, EVP, Marketing, RCA Records (Invited)
- **10:45AM-11:30AM-** Discussion Featuring:
 - Rachel Chernoff, Partner Development, Global Digital Business (Invited)
 - Jennifer Fowler, SVP, Marketing & Commercial Business (Invited)
 - Dong Jang, VP, Content Protection (Invited)
 - Tara Mathai-Davis, Senior Director, Consumer Research & Analytics (Invited)

**Breakfast Cost: \$17/Person*

11:30AM

Staff Take Ubers to Briefing at Warner Music Group

Estimated transportation costs: \$7/person

11:45AM-1:30PM

Educational Tour & Luncheon at Warner Music Group

Lunch Delivered

At Warner Music Group's Atlantic Records label, staff will learn first-hand what goes into discovering unique talent in the digital age, when anyone can be a DIY artist, leading to millions of songs posted on various streaming sites. In this loud and crowded online environment, how does a label cut through the chafe to find high quality music and artists today? What is the "formula" for knowing which artists to sign? How does emerging technology assist in that search? What is the "standard" artist contract entail today – if there is such a thing? And in this age of DIY where anyone can release an album, what does a label bring to the table that might help an artist achieve their dreams of success? How does the legal regime impact efforts to sign an artist? All of these questions (and more) will be answered as staff will hear from label executives in charge of these essential functions, along with a tour of the in-house Atlantic recording studio and a potential Gold & Platinum presentation. The educational briefing will feature:

- **11:45AM-12:30PM-** Ebonie Smith, Head Studio Engineer/Producer, Atlantic Records (invited) Studio Tour
- **12:30PM -1:30PM-** Mark Baker, Vice President, Public Policy & Government Affairs, Warner Music Group, will moderate a panel featuring:

- Peter Ganbarg, President, A&R (Artists & Repertoire), Atlantic Records (Invited)
- Rani Hancock, President, Sire Records (Invited)
- Gina Tucci, Vice President & General Manager, Big Beat Records (Invited)
- Michael Kushner, EVP Business and Legal Affairs at Atlantic Records (Invited)
- Riggs Morales, VP, A&R & Artist Development, Atlantic Records (Invited)

**Lunch costs: \$19/person*

1:30 – 2:00 PM Staff walk to Briefing at Universal Music Group

2:00PM-3:30PM Educational Tour at UMG's Island Records / Mastering Studio / Bravado
Universal Music Group (1755 Broadway New York, NY 10019)

Attendees will begin their visit to UMG with a tour of Island Records' offices and a discussion with senior Island executives. The meeting will deliver an educational overview on how record labels provide value to their signed artists. Following that, attendees will participate in a record mixing session in the in-house master studio, followed by a walk thru of the Bravado showroom.

During these highly interactive sessions, attendees will learn about how IP is utilized through multiple business opportunities. Questions raised will include: What goes in to the label-artist partnership? How does a label nurture an artist's sound and shape their brand? What role does a label have in helping an artist in the studio and continuing to optimize their catalog through new, creative and innovative projects? The sessions will feature:

- **2:00 PM – 2:15 PM:** Eric Berman, EVP, Public Affairs, UMG welcomes guests & introduces UMG
- **2:20 PM – 2:40 PM:** Conversation w/ Island Records: The partnership between artist and label
Location: Island Records (1755 Broadway, 4th floor)
Featuring: Darcus Beese, President, and Eric Wong, Chief Operating Officer, among other Island staff:
 - Lauren Schneider, EVP Strategic Media Relations (Invited)
 - Billy Zarro, SVP Marketing (Invited)
 - Erika Clark, Director, Media & Artist Relations (Invited)
 - Potential appearance by and educational discussion with an up and coming artist (Invited)
- **2:45 PM- 3:30PM:** Guests divide into two groups (Groups A & B) and alternate visits between the In-House Master Studio and Bravado Master Showroom.
Location 1: In-House Master Studio (1755 Broadway, 4th floor)
 - **Featuring:** Anthony Munderville, Director of UML Digital Operations (East), UMG and Andy Skurow, Vault Manager, UMG**Location 2:** Bravado Showroom (1755 Broadway, 2nd floor)
 - **Featuring:** Mat Vlasic, CEO, Bravado and John Habbouch, CFO, Bravado

**Snack costs: \$5/person*

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Estimated transportation costs: \$11/person

Staff Arrival to Penn Station (New York, NY)
Penn Station to Union Station (coach travel)
Estimated travel cost: \$53/person

Amtrak Train Departure
Amtrak train #129 Northeast Regional

Amtrak Train Arrival to Union Station (Washington, DC)

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Attachment 1 – Question 5:

Legislative issues emerging from the Senate Judiciary and Commerce Committees are of primary interest to the RIAA and its members. Based off Committee assignments, RIAA has invited a range of senior level Senate staffers that specifically handle trade, technology and judiciary portfolios either directly on these Committees or within Senate offices associated with these Committees. Senate staffers that participant in this tour will return with knowledge on how the music industry is currently impacted by intellectual property, copyright, technology and trade issues in the digital age.

The list of invited Senate staffers that handle these select issues for their office/Committee include:

Office/Committee	First Name	Last Name	Title	Issue
Office of Senator Tammy Baldwin	Brian	Moulton	Senior Counsel	Appropriations
Office of Senator Marsha Blackburn	Jessica	Vu	Chief Counsel	Judiciary
Office of Senator Marsha Blackburn	Jon	Adame	General Counsel	Judiciary
Office of Senator Marsha Blackburn	Lydia	Taylor	Legislative Assistant	Judiciary
Office of Senator Richard Blumenthal	Sam	Simon	Chief Counsel	Judiciary
Office of Senator Cory Booker	Tona	Boyd	Chief Counsel	Judiciary
Office of Senator Sherrod Brown	Nora	Todd	Senior Policy Advisor	Finance
Office of Senator Maria Cantwell	Narda	Jones	Senior Technology Policy Advisor; Counsel	Judiciary
Office of Senator Christopher Coons	Erica	Songer	Chief Counsel	Judiciary
Office of Senator John Cornyn	Carter	Burwell	Chief Counsel	Judiciary
Office of Senator Catherine Cortez Masto	Jordan	Warner	Legislative Assistant	Finance
Office of Senator Mike Crapo	Rebecca	Alcorn	Legislative Assistant	Judiciary
Office of Senator Ted Cruz	Joel	Heimbach	Legislative Counsel	Judiciary
Office of Senator Tammy Duckworth	Benjamin	Rhodeside	Legislative Director	Commerce
Office of Senator Dick Durbin	Daniel	Swanson	Senior Counsel	Judiciary
Office of Senator Joni Ernst	Corey	Becker	Legislative Counsel	Judiciary
Office of Senator Dianne Feinstein	Jennifer	Duck	Staff Director; Chief Counsel	Judiciary
Office of Senator Lindsey Graham	Lee	Holmes	Staff Director; Chief Counsel	Judiciary
Office of Senator Chuck Grassley	James	Rice	Legislative Director	Judiciary
Office of Senator Kamala Harris	Josh	Hsu	Deputy Chief of Staff	Judiciary
Office of Senator Josh Hawley	Kyle	Plotkin	Chief of Staff	Judiciary
Office of Senator Josh Hawley	Josh	Divine	Deputy Counsel	Judiciary
Office of Senator Mazie Hirono	Christine	Berger	Senior Counsel	Judiciary
Office of Senator Cindy Hyde-Smith	Lindsay	Linhares	Senior Policy Advisor	Appropriations
Office of Senator John Kennedy	Nick	Hawatmeh	Legislative Counsel	Judiciary
Office of Senator Amy Klobuchar	Lindsey	Kerr	Chief Counsel	Judiciary
Office of Senator Patrick Leahy	Rajiv	Venkataramanan	Counsel	Judiciary

Office of Senator Mike Lee	Joel	Wellum	Legislative Counsel	Judiciary
Office of Senator Jacklyn Rosen	Bryn	McDonough	Senior Counsel	Commerce
Office of Senator Ben Sasse	William	Payne	Chief Counsel	Judiciary
Office of Senator Brian Schatz	Trelaine	Ito	Legislative Assistant	Appropriations
Office of Senator Thom Tillis	Brad	Watts	Chief Counsel	Judiciary
Office of Senator Sheldon Whitehouse	Alex	Aronson	Counsel	Judiciary

Attachment 2 – Question 13:

The Recording Industry Association of America (RIAA) is the trade organization that supports and promotes the creative and financial viability of the major music companies. Its members are the music labels that comprise the most vibrant record industry in the world. RIAA members create, manufacture and/or distribute approximately 85% of all the legitimate recorded music produced and sold in the United States.

In pursuit of its mission, the RIAA is embarking on a series of educational site tours, which will provide congressional staff with firsthand knowledge of the music industry, its impacts on the U.S. economy and creative culture, and the intersection between the industry and policies being drafted and shaped by Congress. Through our continued advocacy and educational opportunities, RIAA discovered that even staffers with a background in intellectual property, copyright litigation, technology and trade issues lack firsthand experience with music companies in the digital age and demonstrated a strong interest in being able to learn more about the industry's daily operations and structure. In light of this, we have invited staffers that work for Senators appointed to the Senate Judiciary and Commerce Committees, and handle or are involved in intellectual property, technology and/or trade issues. This trip should provide those staffers with relevant experience and background to make better informed policy decisions as they perform their various roles on Capitol Hill.

Attachment 3 – Question 15:

In pursuit of its mission to provide information and educational opportunities for policymakers and the general public about the recording industry, RIAA offers a "music 101" series that outlines copyright law under sound recordings. Additionally, RIAA has launched the *50 States of Music* database that aggregates both the economic footprint and cultural contributions music has on each state. Information provided on the website includes notable recording artists from each state; the music industry's contribution to state GDP; the number of music-related jobs created within the state; and a breakdown of royalty recipients. The *50 States of Music* database is included [HERE](#) for reference.

Attachment 4 – Question 18:

The RIAA has selected New York, NY because it is the location of three major record label headquarters: Sony Music Entertainment (SME), Universal Music Group (UMG), and Warner Music Group (WMG). Each headquarters offers unique insight into the music industry's various artist development and business practices, which include: Artist & Repertoire (A&R), Mastering Studios, and distribution partnerships for catalog and merchandise.

Attachment 5 – Questions 20 & 21:

RIAA has secured a group rate for The Gallivant Times Square of \$250 (before taxes) for the night of Wednesday, October 2. This rate is less than the \$298 permitted government per diem rate for New York, NY in October 2019.

We chose to enter a contract with the hotel due to its relative affordability, proximity to Penn Station and our tour destinations on Thursday, October 3 (SME, UMG, and WMG).

The government per diem rate is \$76 per day in New York City, with breakfast at \$18, lunch at \$19, dinner at \$34 and incidental expenses at \$5. Adhering to these rates, RIAA will cater a breakfast costing approximately \$17/person and lunch costing approximately \$19 a person on Thursday, October 3. There will also be snacks for approximately \$5/person